

ANDY BESHEAR
GOVERNOR




501 HIGH STREET, 3RD FLOOR
FRANKFORT, KENTUCKY 40601
PHONE: (502) 564-7571
FAX (502) 564-1823
HTTPS://PERSONNEL.KY.GOV

GERINA D. WHETHERS
SECRETARY

MEMORANDUM

PERSONNEL MEMO 21-08

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Gerina D. Whethers, Secretary 

Date: May 13, 2021

Re: **Agency Directed Building Closure**

Agency Directed Building Closure is used only when an agency closes an office or offices due to an event that renders access to or use of the location a threat to health or safety or unusable for work purposes. Approval by the Personnel Cabinet's Commissioner of the Department of Human Resources Administration must be given prior to use by an agency.

Prior to an agency closing an office building the agency Human Resource (HR) Executive must submit the following, in writing (email is acceptable):

- Explanation of the emergency situation and how long the building closure is expected to last;
- The number of employees impacted;
- Certification that the employees could not work at another location or telecommute; and
- Confirmation that a call tree is in place and that impacted employees understand they are to report to work when provided with return instructions.

Additional time coding information from the Personnel Cabinet to HR Administrators is forthcoming.

If you have any questions, please direct them to Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration at marye.bailey@ky.gov.

Thank you.